

TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL— LONG HILL TOWNSHIP, Morris County is seeking a full-time NJ DCA Certified Technical Assistant, with at least three years' experience, to process construction permits to ensure compliance with NJ Uniform Construction Code, handle department OPRA requests, schedule inspections, collect permit fees, data entry and records maintenance, and coordinate with municipal, county and state offices. Knowledge of pertinent NJ UCC provisions. Strong computer skills and knowledge of SDL software, MS Word and Excel. Frequent public interaction. Requires excellent customer service, communication and organizational skills. Salary DOQ; send resume and references to: Nancy Malool, Township Administrator, via e-mail – [administrator@longhillnj.gov](mailto:administrator@longhillnj.gov).